

## **CSB INVESTIGATION PROTOCOL**

### **I. OVERVIEW:**

#### **A. The Protocol consists of several documents including:**

##### **1. Incident Investigation Management System**

- a. Introduction
  - Purpose and scope
  - Responsibilities and resources
- b. Definitions
- c. Preparation for investigations
- d. Identification, classification and selection of incidents
- e. Initiating the investigation
- f. Organizing Onsite activities
- g. Conducting incident research
- h. Conducting field investigation
- i. Performing incident analysis
- j. Developing recommendations
- k. Developing an incident investigation report
- l. Participating in stakeholder relations activities
- m. Monitoring and improving the management system

##### **2. Investigation Procedures (5)**

- a. Initiating an investigation
- b. Arriving at the site
- c. Collecting and managing evidence
- d. Leaving the site
- e. Preparing the report

##### **3. Forms and reference documents (27)**

#### **B. Protocol development process:**

1. Basic content outline developed by CSB staff (FY99)
2. Model programs reviewed (NTSB, EPA, OSHA, industry, etc.)
3. Support contractor selected (11/99)
4. Joint document development meetings held with contractor and CSB staff
5. Draft documents reviewed and revised
6. Final document development by CSB staff (12/99)
7. Documents submitted to Congress on December 30, 1999

**II. 2000 ACTION PLAN:****A. Stakeholder review:**

1. Protocol will be available on the CSB website the week of 1/10/00
2. Comments will be solicited from stakeholders during the 1<sup>st</sup> quarter of 2000
3. Stakeholders meeting will be scheduled following the initial comment period
4. Protocol will be reviewed and revised based on comments received
5. Protocol will be reissued in the 2<sup>nd</sup> quarter of 2000

**B. Office of Investigations activities:**

1. Coordinate stakeholder protocol review activities
2. Hire additional investigative personnel
3. Identify contract support for investigative activities
4. Develop and initiate investigator and contractor training program
5. Develop quality control and assurance program
6. Initiate investigation activities using final revised protocol